



PR.55 14/15

**Policy and Resources
Committee**

19 February 2015

Subject: Revised Committee Timetable 2015-16

Report by:

Ian Knowles
Director of Resources

Contact Officer:

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Purpose / Summary:

For Members to consider a revised timetable for the 2015-16 municipal year.

RECOMMENDATION(S): That Members give consideration to a revised committee timetable from the options set out in the appendices.

IMPLICATIONS

Legal: None directly arising as a result of this report

Financial : None directly arising as a result of this report

Staffing : The additional committee meetings suggested in the report will have an impact on staffing within Democratic Services.

Equality and Diversity including Human Rights : N/A

Risk Assessment : None directly arising as a result of this report

Climate Related Risks and Opportunities : None directly arising as a result of this report

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

1.1 The Committee Timetable for 2015/16 was approved by Policy and Resources Committee some time ago. The Committee Timetable in its current form is historically designed to deliver regular meetings at regular intervals throughout the year, with committees meeting on the same day of the week at the same time.

1.2 The current timetable follows the rules as set out in the Constitution:

- There have to be convenient Council meetings to
 - set the Council Tax base before 31 January
 - set the Council Tax no earlier than 1 March and no later than 11 March
- There has to be a convenient Governance and Audit Committee meeting to adopt the Statement of Accounts by 30 September 2014

1.3 There have previously been the following number of meetings:

- seven meetings of Council plus the annual meeting
- four meetings of the Licensing and Regulatory Committee
- four weekly Planning Committee meetings
- seven meetings of each of the other Committees

Meetings of the Standards Sub-Committee, Taxi and General Licensing Sub-Committee and the Licensing Sub-Committee are arranged as and when required.

1.4 It has become apparent that the timetable of committee meetings does not align well with the large amount of statutory business coming forward for consideration. In addition, it is not written to assist with expedient decision making at the right times.

1.5 Work has been underway to review the statutory and regular business that Committees consider throughout the year, and to design options for an alternative timetable, where:

- the progress and delivery process is streamlined and timely;
- decisions can be brought through the governance system to committee by the quickest route (supporting our commercial approach);
- decisions can be taken at the right time when the right information is available (for example quarterly business or deadlined decisions on statutory business)

2. Alternative Options

2.1 Attached at the Appendices A and B are three alternative versions of the Committee timetable for the period May 2015 to April 2016.

- 2.2 The main differences that Members will note between the proposed options and the current timetable are:
- An additional meeting of the Policy and Resources Committee to facilitate timely decision making on statutory business;
 - Irregular meeting patterns (days and time between meetings) to place meetings within the timetable at the times when the decisions need to be made; and
 - Quarterly business and period ends have been considered with PC, PR and CI aligned to consider timely performance information;
- 2.3 Behind these timetables sit a pre-committee governance procedure of CLT and Leader's Panel (including Quarterly meetings), which have been designed to take reports from their first drafts through to decision making by the quickest possible route.
- 2.4 The two proposals are:
- 1 Using August to have committee meetings
 - 2 Avoiding August for committee meetings with an irregular quarterly period for performance reporting (two, four, three, three).
- 2.5 A third option to avoid August with regular performance reporting was considered by a working group of Members and it was deemed that this was the least practical option. Timely information and decisions were considered paramount by the group.

3. Recommendations

- 3.1 Members are asked to consider the two options for a future committee timetable along with the schedules of statutory business, and agree a timetable for 2015/16.

WEST LINDSEY DISTRICT COUNCIL COMMITTEE TIMETABLE 2015

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
MAY	FRI	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU ACL	FRI	SAT	SUN	MON BH	TUE CI	WED	THU	FRI	SAT	SUN		
JUN	MON	TUE LP	WED PL	THU JSCC	FRI	SAT	SUN	MON	TUE LR	WED	THU PC	FRI	SAT	SUN	MON	TUE	WED	THU GA	FRI	SAT	SUN	MON CL	TUE PR	WED LS	THU LS	FRI	SAT	SUN	MON	TUE CI	X		
JUL	WED PL	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE LP	WED	THU LPQ	FRI	SAT	SUN	MON	TUE JSCC	WED	THU	FRI	SAT	SUN	MON CL	TUE PC	WED PL	THU GA	FRI		
AUG	SAT	SUN	MON	TUE	WED	THU PR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU CI	FRI	SAT	SUN	MON	TUE	WED PL	THU LP	FRI	SAT	SUN	MON	TUE WED	THU X
SEP	TUE	WED	THU	FRI	SAT	SUN	MON CL	TUE JSCC	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED LP	THU GA	FRI	SAT	SUN	MON	TUE LR	WED PL	THU PR	FRI	SAT	SUN	MON	TUE	WED	THU X		
OCT	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON LPQ	TUE	WED PL	THU JSCC	FRI	SAT	SUN	MON	TUE	WED LP	THU PC	FRI	SAT		
NOV	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PR	WED	THU GA	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON CL	TUE CI	WED LP	THU	FRI	SAT	SUN	MON	TUE X		
DEC	TUE JSCC	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE LR	WED PL	THU PR	FRI	SAT	SUN	MON	TUE LP	WED	THU	FRI BH	SAT	SUN	MON BH	TUE	WED	THU		

2016

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	FRI BH	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON LP	TUE CI	WED PL	THU PR	FRI	SAT	SUN	MON	TUE	WED LPQ	THU GA	FRI	SAT	SUN	MON CL	TUE JSCC	WED	THU	FRI	SAT	SUN
FEB	MON PC	TUE LP	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU PR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON LP	TUE	WED	THU CI	FRI	SAT	SUN	MON	TUE X	THU X
MAR	TUE	WED	THU CL	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE LR	WED	THU GA	FRI	SAT	SUN	MON	TUE	WED	THU	FRI BH	SAT	SUN	MON BH	TUE	WED	THU
APR	FRI	SAT	SUN	MON	TUE LP	WED PL	THU	FRI	SAT	SUN	MON	TUE CLT	WED	THU GA	FRI	SAT	SUN	MON CL	TUE LPQ	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED LP	THU PC	FRI	SAT	SUN
MAY	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE PR	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN			

KEY

AC	ANNUAL COUNCIL	L&R	LICENSING & REGULATORY	LS	LINCOLNSHIRE SHOW
CL	COUNCIL	C&I	CHALLENGE & IMPROVEMENT	JSCC	JOINT STAFF CONSULTATIVE
P&R	POLICY & RESOURCES	PL	PLANNING	BH	BANK HOLIDAYS
PC	PROSPEROUS COMMUNITIES	GA	GOVERNANCE & AUDIT	LP	LEADER'S PANEL

Month	Committee	Statutory Business	Suggested date	
May	Council	Annual business	21/05	
	C&I	P&D	26/05	
June	Planning	NO STAT BUSINESS	03/06	
	JSCC	NO STAT BUSINESS	04/06	
	L&R	Food & Safety	09/06	
	PC		11/06	
	G&A	IA Annual Report Effect of IA Draft AGS	18/06	
	CL		22/06	
	P&R		23/06	
July	C&I	ASB	30/06	
	Planning	NO STAT BUSINESS	01/07	
	JSCC	NO STAT BUSINESS	21/07	
	CL		27/07	
	PC	P&D	28/07	
	Planning	NO STAT BUSINESS	29/07	
August	GA	Annl Complaints Annl Fraud Whistle blowing Int Aud Plan Q1 Quickline Qly Unaudited a/cs	30/07	
	P&R	Annual Treasury Quarterly budget Q Treas Mgmt P&D	06/08	
	CI	P&D	20/08	
	Planning	NO STAT BUSINESS	26/08	
	September	CL		07/09
		JSCC	NO STAT BUSINESS	08/09
PC		Local Plan	15/09	
G&A		AGS Accounts ISA 260 Mbrs Allowances	17/09	
P&R		CT suppt scheme	24/09	
L&R			22/09	

	Planning	NO STAT BUSINESS	23/09
October	C&I		06/10
	Planning	NO STAT BUSINESS	21/10
	JSCC	NO STAT BUSINESS	22/10
	PC	P&D	29/10
November	P&R	Qly Budget monit Q Treas Mngmnt Ctte timetable P&D	10/11
	G&A	Ann Aud letter IA plan Q2 6mth Strat risk Quickline Q2	12/11
	Planning	NO STAT BUSINESS	18/11
	CL		23/11
	CI	P&D	24/11
	December	JSCC	NO STAT BUSINESS
PC		Fees & Chgs	08/12
L&R			15/12
Planning		NO STAT BUSINESS	16/12
P&R		Fees & Chgs	17/12
January	C&I	ASB update	12/01
	Planning	NO STAT BUSINESS	13/01
	P&R	Council Tax Surplus Council Tax Base	14/01
	G&A	Draft Treas Mgmt Int Aud Plan Q3 Quickline Q3	21/01
	CL	CTax base NNDR Corporate Plan Mbrs Allowances	25/01
	JSCC	NO STAT BUSINESS	26/01
February	PC	P&D Base Budgets Local Plan	01/02
	Planning	NO STAT BUSINESS	10/02
	P&R	Qly Budget Monitoring Qly Treas Mgmt P&D	11/02
	C&I	P&D	25/02

March	CL	Budget	03/03
	Planning	NO STAT BUSINESS	09/03
	L&R		15/03
	G&A	IA plan Strat risk Cert of grants & claims Comb Ass Rpt	17/03
April	Planning	NO STAT BUSINESS	06/04
	G&A	Constitution Quickline 4 Ext Aud plan Int Aud Plan Audit letter	14/04
	CL		18/04
	JSCC	NO STAT BUSINESS	21/04
	PC	P&D	28/04
May	Planning	NO STAT BUSINESS	03/05
	P&R	Qly budget monitoring QTM P&D	09/05
	ACL		?
	C&I	P&D	23/05

WEST LINDSEY DISTRICT COUNCIL COMMITTEE TIMETABLE 2015

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JUN	MON LP	TUE JSCC	WED PL	THU	FRI	SAT	SUN	MON PC	TUE LR	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU PR	FRI	SAT	SUN	MON CL	TUE GA	WED LS	THU LS	FRI	SAT	SUN	MON	TUE CI	X
JUL	WED PL	THU	FRI	SAT	SUN	MON	TUE	WED LP	THU JSCC	FRI	SAT	SUN	MON LPQ	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED PC	THU	FRI	SAT	SUN	MON CL	TUE GA	WED PL	THU PR	FRI
AUG	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU LP	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON BH
SEP	TUE CI	WED JSCC	THU	FRI	SAT	SUN	MON CL	TUE LP	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU GA	FRI	SAT	SUN	MON	TUE LR	WED PL	THU PR	FRI	SAT	SUN	MON	TUE	WED	X
OCT	THU	FRI	SAT	SUN	MON JSCC	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED LP	THU	FRI	SAT	SUN	MON	TUE LPQ	WED PL	THU	FRI	SAT	SUN	MON	TUE PR	WED	THU PC	FRI	SAT
NOV	SUN	MON	TUE LP	WED	THU	FRI	SAT	SUN	MON	TUE PR	WED	THU GA	FRI	SAT	SUN	MON CL	TUE	WED PL	THU CI	FRI	SAT	SUN	MON	TUE	WED JSCC	THU LP	FRI	SAT	SUN	MON	X
DEC	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE LR	WED PL	THU PR	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI BH	SAT	SUN	MON BH	TUE	WED	THU

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FEB	MON LP	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU PR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON CI	TUE LP	WED	THU	FRI	SAT	SUN	MON	X	X
MAR	TUE	WED	THU CL	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON LP	TUE LR	WED	THU GA	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI BH	SAT	SUN	MON BH	TUE	WED	THU JSCC
APR	FRI	SAT	SUN	MON LP	TUE CI	WED PL	THU	FRI	SAT	SUN	MON CL	TUE	WED	THU GA	FRI	SAT	SUN	MON	TUE	WED	THU LPQ	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
MAY	MON LP	TUE PC	WED PL	THU	FRI	SAT	SUN	MON	TUE	WED	THU PR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON CI	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED

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P&R	POLICY & RESOURCES	PL	PLANNING	BH	BANK HOLIDAYS		
PC	PROSPEROUS COMMUNITIES	GA	GOVERNANCE & AUDIT	LP	LEADERS PANEL		

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June	JSCC	NO STAT BUSINESS	02/06
	Planning	NO STAT BUSINESS	03/06
	PC		08/09
	L&R	Food & Safety	09/06
	P&R		18/06
	CL		22/06
	G&A	IA Annual Report Effect of IA Draft AGS	23/06
	CI	P&D	30/06
July	Planning	NO STAT BUSINESS	01/07
	JSCC	NO STAT BUSINESS	09/07
	PC		22/07
	CL		27/07
	GA	Annl Complaints Annl Fraud Whistle blowing Int Aud Plan Q1 Quickline Qly Unaudited a/cs	28/07
	Planning	NO STAT BUSINESS	29/07
	P&R	Annual Treasury Quarterly budget Q Treas Mgmt	30/07
August	Planning	NO STAT BUSINESS	26/08
September	CI		01/09
	JSCC	NO STAT BUSINESS	02/09
	CL		07/09
	PC	Local Plan	15/09
	G&A	AGS Accounts ISA 260 Mbrs Allowances	17/09
	L&R		22/09

	Planning	NO STAT BUSINESS	23/09
	P&R		24/09
October	JSCC	NO STAT BUSINESS	05/10
	CI		13/10
	Planning	NO STAT BUSINESS	21/10
	P&R	Qly Budget monit Q Treas Mngmnt Ctte timetable	27/10
	PC	P&D	29/10
November	P&R	P&D	10/11
	G&A	Ann Aud letter IA plan Q2 6mth Strat risk Quickline Q2	12/11
	CL		16/11
	Planning	NO STAT BUSINESS	18/11
	CI	P&D	19/11
	JSCC	NO STAT BUSINESS	25/11
December	PC	Fees & Chgs	08/12
	L&R		15/12
	Planning	NO STAT BUSINESS	16/12
	P&R	Fees & Chgs	17/12
	CI		22/12
January	Planning	NO STAT BUSINESS	13/01
	P&R	Council Tax Surplus Council Tax Base Qly Budget monit Q Treas Mngmnt	14/01
	JSCC	NO STAT BUSINESS	18/01
	G&A	Draft Treas Mgnt Int Aud Plan Q3 Quickline Q3	19/01
	CL	CTax base NNDR Corporate Plan Mbrs Allowances	25/01
	February	PC	P&D Base Budgets Local Plan
Planning		NO STAT BUSINESS	10/02

	P&R	Qly Budget Monitoring Qly Treas Mgmt MTFP Write Offs Base Budget P&D	11/02
	CI	P&D	22/02
March	CL	Budget	03/03
	Planning	NO STAT BUSINESS	09/03
	L&R		15/03
	G&A	IA plan Strat risk Cert of grants & claims Comb Ass Rpt	17/03
	PC		22/03
April	CI		05/04
	Planning	NO STAT BUSINESS	06/04
	CL		11/04
	G&A	Constitution Quickline 4 Ext Aud plan Int Aud Plan Audit letter	14/04
May	PC	P&D	02/05
	Planning	NO STAT BUSINESS	03/05
	P&R	Qly budget monitoring QTM P&D	11/05
	ACL		?
	C&I	P&D	22/05